

Subject: ABSENCE WITHOUT PAY (DOCK)

REFERENCES	SECTIONS
Administrative Orders	
Classification and Pay (C & P) Guide	
DGS Department Manual	
Executive Orders	
Hiring Process	
Human Resources Policy Memos	PO 94-20
Law & Regulation	DPA Rule 599.785
Memo of Understanding (MOU)	
Pay Scales	
Payroll Procedures Manual (PPM)	D 100
Personnel Management Policy and Procedures Manual (PMPPM)	
Responsible Control Agency and Program	Department of Personnel Administration (DPA)
State Administrative Manual (SAM)	8542
Selection Manual	
SPB/DPA Policy Memos	
Other:	

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Definition/Explanation:

When an employee has exhausted all leave credits, future **approved** absences are unpaid. An appointing power may grant an informal leave of absence without pay.

Policy:

An informal leave of absence without pay **may not** exceed 11 working days in a 22 day pay period, 10 working days in a 21 day pay period, or 11 consecutive working days between pay periods. Holidays are counted as working days. The appointing power shall not break the continuity of absence without pay by granting a paid absence. Informal leave may be granted for a period not to exceed 30 calendar days, including holidays.

Procedures:

Dock must be reported and approved by the supervisor before cutoff (dock cut-off dates can be located in PAL). To ensure docks are reflected on the master payroll, Form STD 603 (Report of Absence Without Pay) should be processed by Attendance Clerks in time for monthly/semi-monthly cutoff.

Forms STD 603 processed AFTER the master payroll warrants have been released will not issue payments until the previous warrant has been returned/redeposited.

Departments are responsible for losses resulting from release of erroneous warrants.

If an employee is on dock at cutoff and the return date is unknown, the employee should be shown on dock for the remainder of the pay period. This will ensure the employee is paid on the regular pay date. If employee returns to work before the end of the pay period, a supplemental STD 603 should be processed by the Attendance Clerk to PTU the same day the employee returns to work.

Attachments: None